

Program Data Sheet

Name of Event: National Library Week – Open House			Pilot Program
			Revised program
		x	Repeat Program
Date: 18 April 2007	Day of Week: Wednesday	Time: 11:00 a.m.-1:00 p.m.	
Location: Library	Information Phone #: 788-3597	Price: \$142.61	
Program Coordinator: Shirley Lindsay			
Phone #: 788-3597	Fax #: 788-2931	e-mail Address: Shirley.Lindsay@us.army.mil	
Purpose of the Event: Celebrate National Library Week			
Indicator/Measure of Success: Excellent Attendance			
After Action Report (AAR) Comments from Prior Event(s):			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Sally Swan	Publicity	4803	2931	Sally.Swan@us.army.mil	
	Equipment				
Shirley Lindsay	Supplies	3597	2931	Shirley.Lindsay@us.army.mil	
	Audio/video				
Shirley Lindsay	Decorations	3597	2931	Shirley.Lindsay@us.army.mil	
Shirley Lindsay	Food & Beverages	3597	2931	Shirley.Lindsay@us.army.mil	
Shirley Lindsay	Procurement	3597	2931	Shirley.Lindsay@us.army.mil	
Library Staff	Set-up / Clean-up	2909	2931		
Ronald Finchum	Other Door prizes	3302		Ronald.Finchum@us.army.mil	
Don Van Patten		2715		Donald.VanPatten@us.army.mil	
Arlene Wallace	10% off Coupon	2728		Arlene.Wallace@us.army.mil	

After Action Report

Financial Analysis

Sales:		Notes:
COGS:		
Other Revenues:		
Labor:		
Other Expenses:	\$142.61	
NIBD:		

Program Analysis

Attendance: 84	
Indicator/Measure of Success: Excellent Attendance	
Elements to Change:	
Elements to Eliminate:	
Elements to Add:	
Other Comments: Attendance would have been better if Post HQ had sent out an email advertising the event.	